



# VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

## Human Resources

### ACTION REQUEST FORM

Authorization to hire, change status, or end employment  
(Pay Action Worksheet must accompany HR Action Request Form to establish or change Salary/Hourly Rate)

#### Employee Information

Employee Name: Patricia Foster  
EE ID Number: 445-03-71  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Position Information

Position Number: 00138  
Role Title: Program Administration Specialist II  
Role Code: 19212  
Working Title: \_\_\_\_\_  
Pay Band: 5  
Salary/Hourly Rate: \$56,385.00

#### Employment Type

- ☒ Classified  
☒ Exempt – FLSA  
☐ Non-Exempt – FLSA  
☐ Hourly/P-14/Wage  
☐ Work Study  
☐ Restricted  
☐ Other: \_\_\_\_\_

#### Payroll Code

- ☒ 001 (Classified)  
☐ 002 (Wage)

#### Accounting Data

Dept	Obj/Acct	Activity	Program	Subprog	Project	Cost	Fund	Percent
10330	1123	006	390	01	73000	125	0100	100%

#### Authorizing Signatures

#### Date

Program Manager/Supervisor: \_\_\_\_\_  
Division Director: \_\_\_\_\_  
Chief Deputy Director: \_\_\_\_\_

Director of Admin & Finance Initials \_\_\_\_\_  
Existing Funding: \_\_\_\_\_  
Available Funding: \_\_\_\_\_  
Grant Funded: ☐ Yes ☐ No

#### New Employee Information

Salary/Hourly Rate: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Pay Band: \_\_\_\_\_ Agency Director: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ Explanation: \_\_\_\_\_  
Hours per Year: \_\_\_\_\_

#### CHANGE IN STATUS/TYPE OF ACTION

- ☐ Request to Advertise  
☐ Establish Position ☐ Abolish Position (Wage & Classified)  
☐ Role Code: From: \_\_\_\_\_ To: \_\_\_\_\_  
☒ Rate of Pay: From: 56385 To: 62024  
☐ Department: From: \_\_\_\_\_ To: \_\_\_\_\_  
☐ Cost Code: From: \_\_\_\_\_ To: \_\_\_\_\_  
☐ Reports To: From: \_\_\_\_\_ To: \_\_\_\_\_  
☐ Work Title: From: \_\_\_\_\_ To: \_\_\_\_\_  
☐ Position #: From: \_\_\_\_\_ To: \_\_\_\_\_

Effective Date: 03/25/2019

Agency Director: Shannon

Explanation: 10% In-Band Adjustment – See attached documentation

#### EMPLOYMENT END

- ☐ Lack of Work  
☐ Seasonal Work  
☐ Employee Choice  
☐ Other: \_\_\_\_\_

Effective Date: \_\_\_\_\_  
Agency Director: \_\_\_\_\_

# PAW

## PAY ACTION WORKSHEET

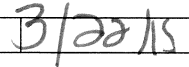
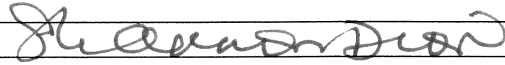


A PAW, or facsimile, encourages agencies to assess applicable Pay Factors when considering classified or wage employee pay actions. PAWs also provide means of documenting resulting pay decisions. In addition, agencies can attach PAWs to human resource transaction forms or hiring selection packages. Agencies may use this form or modify it to meet agency needs.

EFFECTIVE DATE	CANDIDATE/EMPLOYEE NAME (LAST, FIRST, INITIAL)	EMP ID or SSN	POSN #
03/25/2019	Foster, Patricia	004450371	00138

**INSTRUCTIONS:** Check **only** those pay factors that were considered in reaching this pay decision and provide appropriate justification of your decision about that factor; attach additional sheets if necessary. The definition of each pay factor is included in this form. **[Consideration of the factors should occur before any discussion with an employee or applicant takes place.]** Note: a current employee must meet or exceed performance standards to be eligible for a management-initiated increase.]

<b>JOB</b>	
<input checked="" type="checkbox"/> Agency business need  <input checked="" type="checkbox"/> Duties and responsibilities	<p>Comments: The Department of Criminal Justice Services is charged with planning and carrying out programs and initiatives to improve the functioning and effectiveness of the criminal justice system as a whole (§9.1-102 of the Code of Virginia). The Department distributes and monitors federal and state funding to localities, state agencies and nonprofit organizations; establishes and enforces minimum training standards for law enforcement, criminal justice, and private security personnel; certifies, licenses, and regulates; conducts research and evaluations; provides training and program assistance to all segments of the criminal justice system.</p> <p>Provides oversight and management of state and federal grant programs and projects. Provides a variety of technical assistance, program development, assistance in development of training, planning and evaluation services to state and local agencies, criminal justice programs, boards, commissions and task forces. This position is responsible for the preparation and submission of applications and reports as required by federal agencies to ensure continued receipt of funds. This position can be given responsibility, in consultation with the Manager / Division Director, for special tasks, program oversight, and unit leadership. Monitors federal and state funding to localities. Provides technical assistance and consultation regarding administration of grants. Provides guidance and training to grantees and criminal justice professionals. Develops resources, policies, and procedures as required for specific grant administration.</p>
<b>EMPLOYEE</b>	
<input type="checkbox"/> Performance  <input checked="" type="checkbox"/> Relevant work experience and education  <input checked="" type="checkbox"/> Knowledge, skills, abilities, competencies  <input type="checkbox"/> Relevant training, certification, license, etc. <input checked="" type="checkbox"/> Internal salary alignment <input checked="" type="checkbox"/> Current salary	<p>Comments: Ms. Foster has been a valuable team member and throughout her tenure has taken on additional responsibilities. Some of the additional responsibilities added to Ms. Foster's EWP since 2015 are an increase in mandated reporting requirements, updates to rules and regulations, and the increase need of monitoring and technical assistance (see attached memo). Ms. Foster's current salary is \$ 56,385. Upon review of her salary, there are noticeable concerns regarding equity and internal alignment among her peers in the same role code of 19212, Program Admin Specialist II, with similar knowledge, skills, competencies, and abilities. The Median Salary for Role Code 19212 for the state as of 3/1/2019, is \$60,554 and \$68,438 for the third quartile. The proposed salary increase of 10% would bring Ms. Foster's salary to \$62,024. Based on her years of experience and increase in job expectations and duties, this salary is justifiable.</p>
<b>MARKET</b>	
<input type="checkbox"/> Market availability  <input checked="" type="checkbox"/> Salary reference data  <input type="checkbox"/> Total compensation	<p>(Note: the greatest impact of total comp will be on Starting Pay and Competitive Offers.)          Hurman Data as of 3/1/2019 for Role Code 19212, SOC 211099          Avg Salary - \$61,825          Lowest Salary - \$ 43,892          First Quartile - \$ 55,464          Median - 60,554          Third Quartile - \$68,438          Highest Salary - \$ 98,792</p>
<b>FINANCIAL</b>	
<input checked="" type="checkbox"/> Budget implications  <input checked="" type="checkbox"/> Long-term impact	<p>Comments: The new salary of \$ 62,024 will not have a negative impact on the budget. Failure to adequately staff this position with an appropriately skilled individual, and compensate that individual at an appropriate compensation level, could result in detrimental effects to the grant monitoring program and DCJS.</p>

**Authorizing Signatures****Date****Program Manager/Supervisor:****Division Director:****Agency Head:**

3/22/2019

HuRMan Data Role code 19212

Position 00138 and 00309

Average Commonwealth Classified Salaries by SOC and Role Code  
Statewide Pay Area  
March 1, 2019 (NOTE: This data does not include classified employees at the following non-PMIS agencies: UVA, VPI, William & Mary, and the Virginia Institute of Marine Science)

<u>SOC</u> <u>CODE</u>	<u>SOC</u> <u>EXTENSION</u>	<u>SO</u> <u>C</u> <u>TITLE</u>	<u>ROLE</u> <u>CODE</u>	<u>ROLE</u> <u>TITLE</u>	<u>NUMBER</u> <u>OF</u> <u>EMPLOYEE</u> <u>S</u>	<u>AVERAG</u> <u>E</u> <u>SALARY</u>	<u>LOWES</u> <u>T</u> <u>SALAR</u> <u>Y</u>	<u>FIRST</u> <u>QUARTIL</u> <u>E</u>	<u>MEDIA</u> <u>N</u> <u>SALAR</u> <u>Y</u>	<u>THIRD</u> <u>QUARTILE</u>	<u>HIGHEST</u> <u>SALARY</u> <u>Y</u>
211099	0	Community & Social Service Specialists All Other	1921	Program Administrator II	830	61,825	43,892	55,464	60,554	68,438	98,792

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**INTEROFFICE MEMORANDUM**

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**TO:** SHANNON DION, DIRECTOR

**FROM:** PATRICIA FOSTER, VICTIM WITNESS GRANT PROGRAM COORDINATOR

**SUBJECT:** SALARY ADJUSTMENT

**DATE:** 12/14/18

**CC:** TOM FITZPATRICK, DIVISION DIRECTOR

*SDION Approved 3/22/19*

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This memorandum was developed in response to request for a salary increase made to supervisor Kristina Vadas on December 5, 2018 who not only supported this request; but also shared her support of a salary increase to Division Director, Tom Fitzpatrick. In view of recent discussions and at the direction of my Division Director, I formally request an increase in salary to better align with current and previous duties in the role of Victim/Witness Program Coordinator.

During the eleven years at DCJS, I have made several requests regarding an increase in salary. Each of these requests were denied; with explanations citing lack of resources or need of justification of increased duties. However, despite those denials, I continued to produce successful outcomes in the performance of duties; involvement with internal and external stakeholders; and serving as lead on several key projects in the division.

After the reorganization of the Victims Services Section, I functioned the role of Victim/Witness Coordinator while also maintaining a grant load of 113 programs. I successfully executed these duties despite being one of the lowest paid staff in my classification area. On June 25, 2015, I received a 3.7% in-band adjustment in response to disproportionate internal salary alignment and equity issues. On December 6, 2018, I started the process once again following the chain of command to request an increase a salary adjustment to address increased duties and continue inequity among my peers.

Due to the unprecedented increase in 2015 of federal grant funds, my overall responsibilities continue to increase exponentially due to mandated reporting requirements, updates to rules and regulations, and increased need of monitoring and technical assistance. Some of the duties that I perform are unique to my knowledge, skills, training, and abilities and positively influence the collective work of victim services. The performance of these duties support critical functions throughout the agency. Below is a brief snapshot of three specific areas to support this request.

**Coordination:** Manage the statewide Victim/Witness Grant Program from 2015 to present and unofficially from 2013-14. Support of victim services was coordinated across divisions (Grants Administration and Programs and Services) for three years and included supporting victim services section with federal and state reporting related to victim witness services (victim case

management support and training to constituents and staff). Developed guidelines for funding and conducted grant review, drafted attachments to support federal reporting, and compliance changes for 113 grant programs in Virginia for \$18.9 million. This included providing meticulous technical assistance to expand services of the only regional Victim Witness Program to the previously underserved area of Highland County. Provide software training to staff and victim/witness program grantees on case management, service delivery, and reconciling performance data for federal reporting while coordinating with DCJS IT staff on technical software issues.

**Monitoring:** Provide compliance monitoring for 80-100 VW, SADVGP, SASP, VSTOP and VSDVVF grant projects per fiscal year until coordination duties became primary in January 2018. Since 2015 to the present, I have continued to provide training to all incoming Victim Service Grant Monitors on monitoring policies and procedures, making grant program management recommendations and handling requests for technical assistance to 113 Victim Witness Programs. Remained abreast of national trends and best practices through research and practical implementation.

**Administrative:** Maintain database performance reports in the Office of Justice Programs Office of Victims of Crime Performance Measurement Tool. Monitor report accuracy for performance reports of 300 VOCA funded grantees. Developed a tool for translating critical services area to match federal reporting requirements. Disseminate information, resources, and updates regarding the Sub Award Reports and Performance Measures changes that impact meeting federal reporting deadlines for service delivery statistical information. Managed VOCA Training Grant contracts from April 2017-Present. Completed OJP Financial and OVC TTAC Implementing the Model Standards for Victim Service Programs Trainings in 2018

I make this request with the support of my Supervisor and Division Director. I respectfully request that you consider and weigh contributions that I have made to the agency to further victim services in Virginia and approve a 15% increase in salary.

Thank you for your consideration.



# COMMONWEALTH of VIRGINIA

## *Department of Criminal Justice Services*

Shannon Dion  
Director

Megan Peterson  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

March 25, 2019

Ms. Patricia Foster  
Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219

Dear Ms. Foster:

I am pleased to inform you that your annual salary will be increased by ten percent with an in-band adjustment, effective March 25, 2019. The new associated salary is approximately \$2,584 per semi-monthly pay period based on an annual rate of \$62,024.

This increase is well deserved and reflects our appreciation for all that you do for DCJS and the Commonwealth.           

*Thanks for your  
patience as we  
crunched numbers.*

Sincerely,

A handwritten signature in black ink that reads "Shannon Dion".

Shannon Dion

cc: Personnel File  
Kristina Vadas  
Thomas Fitzpatrick

3/26/2019



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User: Anonymous Office No.: office..... Help Logout

PSE305,4450371          ACTIVE EMPLOYEE - CURRENT DISPLAY
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Agy/Positn 140 00138 DCJS      Name FOSTER, PATRICIA ANISSA      03/26/2019 10:42:52
Soc-Sec ClickToView          SX/Rc F/B      Birth 01/12/1970      ID 445-03-71
Trans/Rsn PSE065/502          Nation C/US      St-Bg 07/01/2007      Subdivision DPRG
Efft-Date 03/25/2019          Anniv 10      Nxt-Ann 07/10/2022      Sub Unit VIC
SOC 21-1099                  Hndcp                      Education 4
Role/PA/S 19212 SW/D          Band 5      Role-Bg 07/01/2007      SW/D Min 43,892
Months/Pct 12.00 100.00      Stat/Dur F/P      Sal-Chg 03/25/2019      SW/D Max 105,811
State Sal 62,024.00          Pay Sch 24      Agy-Bg 07/01/2007      Prev-Pos
Non-St Sal                  Location 760      Pos-Bg 07/01/2007      PI Elig 11/25/2017
Spec Rate                  Payroll 001      Pos-Sep                      Sal-Review
Temp Pay                  Activity 006      Pos-Exp
Total Sal 62,024.00          Wmode/Alt M/N      Apt-Exp
Telephone 804-371-8634      Pr 000      Tr-Date 03/26/2019 10:42:34 Opr PER140CRS
Cell Phone
Pager/PDA
Role Program Administration Specialist II
E-Mail patricia.foster@dcjs.virginia.gov
SOC Community & Social Service Specialists All otIcard Emp Grp CLS
Agy Note 10% In-Band Adjustment

Opt Data wew97035
000001 Transaction Complete >> WARNING! This screen Contains Sensitive Data <<

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